

**TENNESSEE DEPARTMENT OF REVENUE**

**EDI ELECTRONIC FILING  
PROCEDURES GUIDE FOR  
SALES TAX**

# ***ELECTRONIC FILING OF SALES AND USE TAX RETURNS***

## **◆ ELECTRONIC FILING INSTRUCTIONS**

The EDI setup involves several steps, including selecting a certified software vendor or a certified Internet tax service provider, completing the registration process, establishing communications, performing a test of the chosen software and receiving acknowledgements.

### ***1. Choosing A Vendor or Tax Service Provider***

It is the responsibility of the taxpayer to choose a software vendor or develop his or her own software to file returns electronically. The following is a list of software vendors that have been certified by the state of Tennessee as compliant:

#### Software Vendors

<b>Deloitte &amp; Touche</b>	Contact: Phone: Web site:	Rob Kubiak (800) 966-1639 <a href="http://www.corptax.com">www.corptax.com</a>
<b>RIA</b>	Contact: Phone: Web site:	Bob Irving (972) 250-8439 <a href="http://www.riahome.com">www.riahome.com</a>
<b>Saxon Tax Software, Inc</b>	Contact: Phone: Web site:	Tish Monroe (800) 678-1789 <a href="http://www.saxtax.com">www.saxtax.com</a>
<b>Taxware, LP</b>	Contact: Phone: Web site:	Sales Division (781) 557-2600 <a href="http://www.taxware.com">www.taxware.com</a>
<b>Trustfile</b>	Contact: Phone: Web site:	Sales Division (877) 222-0187 <a href="http://www.trustfile.com">www.trustfile.com</a>

**Vertex, Inc.**                      Contact:              Chris Livingston  
   Phone:                (610) 640-4200 ext 6077  
   Web site:           [www.vertexinc.com](http://www.vertexinc.com)

Internet Tax Service Provider

**CCH/Esalestax**                  Contact:              Sales Division  
   Phone:                (800) 630-2218  
   Web site:           [www.salestax.com](http://www.salestax.com)

**2.      *Completing the Registration Process***

- (A)    Each taxpayer that files sales tax returns electronically must have a Registration for Sales Tax Electronic Filing Application on file with the Tennessee Department of Revenue (TDOR). Complete either the online [EDI Agreement](#) or the [paper agreement](#) and fax it to the department's Electronic Commerce Unit at (615) 532-2299.
- (B)    Each taxpayer that pays sales taxes electronically must have an electronic funds transfer agreement on file with TDOR. The EFT agreement document can be found at <http://www.tennessee.gov/revenue/edi/steft/establisheft.htm>.

**◆ REGISTRATION CONTACT PERSONNEL**

<b>Electronic Commerce Unit</b>	<b>Tennessee Department of Revenue</b>
<b>Statewide toll-free (866) 368-6374</b>	<b>3<sup>rd</sup> Floor, Andrew Jackson Bldg.</b>
<b>Nashville-area and out-of-state (615) 253-0704</b>	<b>Nashville, TN 37242</b>

**3.      *Establishing Communications – Uploading Files***

- (A)    The new Web upload is Internet based; taxpayers will no longer need to use dialup phone modems. Here is the URL that taxpayers will use to get to this new system: [www.tennesseeanytime.org/edi](http://www.tennesseeanytime.org/edi).
- (B)    Once the taxpayer has entered their username/password, they will see the tax file status screen and there will be an upload button for them to click.
- (C)    The taxpayer will be able to choose number of files as well as browse their computer and choose these EDI file(s) and click submit.

- (D) Then, they will get the confirmation screen showing the name of the file that was uploaded as well as a date timestamp; this screen will also let them know that they should wait approximately 20 minutes before checking the status of this upload.

#### **4. *Performing Software Test***

TDOR recommends all taxpayers test the new software. Each taxpayer should contact TDOR before sending a test transmission (See Testing Contact Personnel). The test file should be performed on a period that has already been filed on paper. After examining the test, TDOR will contact the taxpayer with test results. Once error-free testing has been achieved, the taxpayer is ready to begin sending EDI files.

### **◆ TESTING CONTACT PERSONNEL**

**Processing Unit**

**(615) 532-5858**

**Tennessee Department of Revenue  
3rd Floor, Andrew Jackson Bldg.  
Nashville, TN 37242**

#### **5. *Receiving Acknowledgements***

The taxpayer should go back into the site and click on file status to see if their returns were accepted or rejected; they can also download the 997 functional acknowledgment and see their confirmation numbers. If there is an error, it is the burden of the taxpayer to contact technical support, find the error, make corrections and upload the file again.

### **◆ OTHER OPTIONS**

Taxpayers may also file their sales and use tax returns online through the state of Tennessee's portal application. Taxpayers should complete a TennesseeAnytime subscriber agreement application, available at [www.Tennessee.gov](http://www.Tennessee.gov) or by calling (615) 253-0704 or (866) 368-6374 in state. Once the application has been completed and processed, the taxpayer will create their own username and password to file returns online. The username and password will give taxpayers access to the secure interface at [www.Tennessee.gov](http://www.Tennessee.gov). Taxpayers may submit payment using automatic

deduction via electronic bank draft. Should taxpayers choose not to pay online at the time the return is filed, payment must be made via electronic funds transfer (EFT). If the return is filed before midnight on the day it is due, the return is considered timely. There is no fee associated with this particular application.

#### ◆ **GENERAL INFORMATION**

Taxpayers who file electronically must also pay electronically. Those not currently paying taxes by electronic funds transfer (EFT) must contact the Electronic Commerce Unit (See Registration Contact Personnel) to set up for EFT payments.

Each software vendor or Internet tax service provider should offer the following filing and payment options:

- ☐ Filing only
- ☐ Filing and payment

If the filing only option is chosen, this will only initiate a transaction for the filing of the return. Any associated EFT payment will need to be initiated via the department's EFT program using either the ACH Credit or ACH Debit method.

#### ◆ **TIMELINESS**

To avoid late delivery of the return and payment and the associated penalty and interest, taxpayers must upload their files by 11:59 p.m. on the due date.